

STOP fraud

FRAUD IMPACTS EVERYONE



THE THREAT IS REAL



FINANCIAL IMPACT



MINIMIZE YOUR FIDELITY RISK

- ✓ DON'T BE COMPLACENT. HAVE PROTECTION PLANS IN PLACE.
- ✓ REQUIRE TWO SIGNATURES ON CHECKS. SIGN ONLY AFTER WRITTEN IN FULL.
- ✓ NEVER SIGN BLANK CHECKS OR USE SIGNATURE STAMPS.
- ✓ REQUIRE SIGNATURE CARDS ON FILE AT THE BANK.
- ✓ BANK STATEMENTS SHOULD BE RECEIVED AND RECONCILED BY SOMEONE WITH NO CHECK WRITING AUTHORITY.
- ✓ HAVE AN INDEPENDENT THIRD PARTY AUDIT BOOKS ANNUALLY.
- ✓ DO NOT PERMIT PERSONS WITH CLOSE PERSONAL TIES (HUSBAND/WIFE; BROTHER/SISTER) TO HAVE CONTROL OVER CHECK WRITING.
- ✓ REQUIRE PURCHASE ORDERS AND INVOICES FOR ALL PURCHASES OF PROPERTY OR SERVICE.
- ✓ SEPARATE FINANCIAL FUNCTIONS AS MUCH AS PRACTICAL.
- ✓ CONDUCT BACKGROUND CHECKS ON ALL NEW OFFICERS AND MEMBERS.
- ✓ HAVE ALL FINANCIAL POLICIES IN WRITING.
- ✓ REVIEW INSURANCE POLICIES FOR FIDELITY COVERAGES.

Created by:

Glatfelter
Healthcare
PracticeSM
A Division of Glatfelter Insurance Group

GlatfelterHealthcarePractice.com

Source: shrm.org :: acfe.com :: Glatfelter Risk Control Services